



APPENDIX A-1
DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

YOUR UNIT OFFICE SYMBOL

DATE

MEMORANDUM FOR US Army Garrison Mannheim Housing Division, APO AE 09086

SUBJECT: Request for Exception to Housing Policy

1. I request exception to policy to...
2. Explain the reason for your request (justification). The explanation must be clearly stated and must provide sufficient information with which to fully evaluate your request. Do not copy the words used in the supporting documentation as an explanation.
3. Provide your contact information [duty and/or home phone numbers, and e-mail address are required].

ENCL (only if including support documentation) YOUR NAME
Your Rank

Recommend approval/disapproval

COMPANY COMMANDER'S
SIGNATURE BLOCK

Recommend approval/disapproval

BATTALION COMMANDER'S
SIGNATURE BLOCK

NOTE: The Commander's signature may be on a separate page and may include a written endorsement supporting your request.

APPENDIX B

APPLICATION FOR WATERBED APPROVAL

FROM: _____

Last Name, First Name, Middle Initial

1. I hereby request approval to install a waterbed at my quarters located at Building _____, Apartment _____.

2. The following information is provided in support of my request:

a. Name of manufacture _____

b. Supporting frame: Height _____ Width _____ Depth _____

c. Design of the frame (including floor surface contact positions and loading)

d. Volume cubic capacity of water container: Maximum _____, optimum _____ minimum _____.

e. Manufacturer's stated total weight at maximum fill capacity of water volume: _____

3. I understand that it is my responsibility to maintain my waterbed in order to prevent leaks and breaks of the sleeping element (water container) that could cause damage to government quarters. I will conduct regular checks of my waterbed to ensure to ensure that it is in good working order and that no condition exist that may result in breakage or leakage. Furthermore, I assume full responsibility for preventing damage while moving, filling, or emptying the sleeping element.

I fully understand that I will be held financially liable for any damages caused to my quarters, adjacent quarters and/or common areas for damage resulting from the installation or use of my water bed.

4. Proof of insurance for the waterbed is enclosed.

Signature

Date

APPENDIX C

INFORMATION PAPER FOR HIRING DOMESTIC EMPLOYEES

1. Sponsors must comply with host nation and Army Europe requirements in order to hire a domestic employee.
2. In accordance with Army in Europe Supplement 1 to Army Regulation 420-1, sponsors are not authorized increased housing entitlements or larger housing accommodations when they choose to hire domestic employees. Likewise, government furnishings support is not authorized in support of domestic employees.
3. Procedures that must be followed to hire domestic employees in Germany are outlined in Army in Europe Supplement 1 to Army Regulation 420-1, Army Facilities Management, Appendix W. These procedures include the conduction of a background check on the employee and ensuring domestic employees have a valid residence and work permit (among others). In general the process is as follows:

- a. The domestic employee will need the following:

- (1) A local police file check from Germany (if German citizen) or the country of where he/she is a citizen (if from a country within the European Union). Consult local German authorities or the USAG Mannheim Legal Office for specific requirements if the employee is from a country outside the European Union.

- (2) Proof that he/she has registered as a resident (if applicable) and as an employee in Germany with local authorities (Ordnungsamt).

- (3) A letter of employment or intent to employ by the sponsor (military ID card holder who occupies the government quarters).

- b. Once these checks have been completed, attach the documents in a folder with the following forms submitted to the Housing Office for approval:

- (1) Letter requesting approval to house a non-family member in government quarters (see sample at C-3).

- (2) Local police files check from Military Police/CID.

- (3) Copy of registration for employment with Ordnungsamt.

- (4) Copy of passport

- (5) Copy of background check from Germany and country of citizenship (if applicable)

APPENDIX C CONTINUED

(6) Copy of work permit from Ordnungsamt.

(7) Copy of employment contract. The contract must include the clause, “The authority of the employee to occupy GCQ will terminate when the employer vacated Government-controlled housing for any reason or on termination of the employment contract. Under these circumstances, employer will give notice of termination of the employment contract”.

c. The sponsor is responsible for applying for an installation pass and other necessary arrangements (e.g., additional force protection requirements, as needed) for employee.

d. Sponsors should be informed that a tourist passport or visa will not meet the host nation requirements for employment.

APPENDIX C-1

INFORMATION PAPER FOR USE OF DOMESTIC EMPLOYEES

1. The purpose of this information paper is to provide guidance for lawfully obtaining domestic services by persons occupying Government-controlled housing in the Mannheim Community and to explain consequences of non-compliance with requirements stated herein.

2. The information and guidance applies to all personnel intending to employ domestics in their Government-controlled quarters.

3. In order to clarify procedures the following definitions will be used throughout this information paper.

a. Domestic: A person who provides a service to a household. Typical services include cooking, cleaning, laundry, gardening and/or baby-sitting.

b. Live-in-domestic: A domestic employee who resides in the household to which services are rendered. One type of live-in-domestic is the “nanny” or person who provides full-time childcare services.

c. Other Domestics: Domestic performing services on an other than live-in-basis.

4. Facts bearing on the formulation:

a. The following categories of persons are lawfully permitted to work in Germany:

(1) German citizens.

(2) Citizens of European Community (EC) countries who have residence permits (Aufenthaltserlaubnisse) that do not prohibit employment.

(3) NATO SOFA personnel (e.g. members of the forces, civilian components of the forces, and their family members).

(4) Other aliens (e.g. non-German citizens) who have valid residence and work permits (Arbeitserlaubnis).

b. When a domestic is employed and paid (room and board is also considered payment), the following additional requirements exist:

(1) Accident insurance.

(2) Registration with German tax office(s).

(3) Payment of social security contribution.

APPENDIX C-1 CONTINUED

(4) Other statutory fringe benefits and employee rights.

c. Under German law, the employer is responsible for ensuring that their employees have a lawful residence and work status and that they are in compliance with all other pertinent laws.

d. All residents of Government quarters will ensure that the above legal requirements are complied with before they retain the services of a domestic (e.g. nanny).

5. Requirements for service members pertaining to live-in domestics in Government-controlled quarters.

a. Residents of Government-controlled quarters that indicate a desire to hire a live-in domestic will be provided a notice (See Appendix E-2) concerning the hiring of domestics.

b. The Administrative Law Division, Office of the Staff Judge Advocate (SJA), will advise the Housing Manager on the legal requirements pertaining to live-in-domestics and inform the Housing Manager if the requester is in compliance with applicable legal requirements and host nation law.

c. Live-in domestics will not be permitted in Government-controlled quarters/housing until the Housing Manager has certified in writing that the housing resident has been properly advised of, and is in compliance with pertinent laws.

d. Residents of Government-controlled quarters will not be authorized a larger apartment for the purpose of providing space for a live-in-domestic to reside. The bedroom authorization for Government quarters is determined based on the total number of command sponsored dependents on the service members orders in accordance with AR 420-1, paragraph 3-14.

6. In addition to the requirements indicated above, the employment of domestics requires additional measures to satisfy important command and community interests. The measures are listed below by employee category:

a. German citizens and citizens of European Community (EC) countries: Crime prevention and security background checks must be made by the community Directorate of Emergency Services (DES), for reasons stated above. The employer will provide the full name, date of birth and place of residence to the office of the community DES. The employer will be notified of the results of the background check. The domestic may present a "Certificate of Good Conduct" (obtainable at the local Ordnungsamt) in lieu of this procedure.

APPENDIX C-1 CONTINUED

b. NATO SOFA personnel: Employment of live-in-domestics who are members of the forces, civilian components members or family members of either, are not required to take any of the measures under this paragraph, six (6) other than as indicated in paragraph 6 c (2)(d), below:

c. Other personnel:

(1) Illegal aliens: The employment of illegal aliens is prohibited.

(2) Legal aliens: For the purpose of this provision, legal aliens include all aliens who meet the residence and work requirements of German law and who are not NATO SOFA personnel or their family members. Before retaining the services of a legal alien domestic, the employer must satisfy the following concerns:

(a) Crime prevention and security: A background check must be made with the community DES to ensure the prospective employee has not committed, nor is wanted for the commission of a serious offense or has not engaged in terrorist activities. Employers will bring their prospective employees to the Military Police Station for appropriate processing.

(b) Disease prevention: Prospective employees must provide a doctor's statement to employers certifying that the domestic is free of contagious or communicable disease.

(c) Registration: Domestics authorized in the housing areas must be registered with the Housing Office. The authorization to hire a live-in-domestic will have no impact on the number of bedrooms authorized for a family. A larger apartment will not be authorized due to the employment of a live-in domestic.

(d) Identification: Authorized domestics will be issued a letter by the USAG Mannheim, Force Protection Office that will allow them access to their work site during increased levels of force protection.

APPENDIX C-2

NOTICE TO HOUSING RESIDENTS DESIRING TO EMPLOY LIVE-IN DOMESTICS

1. Domestic workers are employed by residents to assist in maintaining their household and/or provide childcare services.

2. Legal Considerations:

a. Host Nation Laws: As a member of the forces in Germany, service members and their families are bound to respect the laws of the host nation. If a service plans to hire a domestic, he/she must be aware that German laws and administrative rules cover the following aspects of domestic employment.

- (1) Residence status
- (2) Permission to work
- (3) Deductions from wages for social security, medical etc..
- (4) Registration and identification

b. Community Requirements: Before domestics are employed in the Mannheim Community housing areas, the following concerns, where applicable, must be satisfied:

- (1) Crime prevention and security
- (2) Disease prevention
- (3) Registration and identification

3. Consequences of Non-compliance: If a sponsor employs a domestic in his/her quarters in violation of law and regulation, he/she may suffer some or all of the below listed consequences:

- a. Illegal alien domestics will be arrested and deported
- b. Administrative penalties and substantial administrative fines
- c. Criminal prosecution
- d. Recumbent of unpaid labor wages
- e. Eviction from Government-controlled quarters.

4. Requirements: Before employing a domestic in quarters on a live-in-basis, a service member must receive written authorization from the USAG Mannheim Commander. In most other cases, it is solely the responsibility of the service member to know the laws and comply therewith.

APPENDIX C-3

SAMPLE REQUEST TO HOUSE DOMESTIC EMPLOYEE IN GOVERNMENT QUARTERS

1. I hereby request to house a domestic employee in my Government-controlled family quarters, under the provisions of Army in Europe Supplement 1 to AR 420-1. I will ensure that I am in full compliance with applicable Army Europe policy and German employment requirements, and I am providing the following information:

a. Sponsor Data:

Full Name:

Rank:

Social Security Number:

Government Provided Quarters Address:

Unit of Assignment in Mannheim

Unit Address (APO):

b. Domestic Employee Data

Full Name:

Aliases used (maiden name, etc.):

Passport Number:

Country of Citizenship:

Purpose of Employment:

2. I understand that approval of my request does not imply an extension of other benefits or privileges to which non-family members or non-military ID card holders are not otherwise entitled (e.g., Commissary, PX, fitness center).

3. I understand that residence in government housing by non-family members under this policy does not make those individuals a "dependent of a member of the force" under current Status of Forces Agreements (SOFAs). Such persons are not entitled to the rights and privileges afforded by these agreements.

4. I understand that additional bedroom requirements are not authorized to accommodate non-family members. Domestic employees may only reside in those areas designated as living areas of government quarters and may not be housed in attics, basements, storage areas or any area in the building used as a common area or referred to as "maid's quarters".

5. I understand the storage of my (sponsor's) household goods at Government expense to accommodate the non-family member's household goods is not authorized, nor is storage or shipment of non-military member's household goods.

6. I understand that the Garrison Commander may revoke authorization for non-family members to reside in housing for misconduct or when in the best interests of the Army for reasons relating to health, safety, morale or welfare on the installation without concurrence of the employer. Additionally, the domestic employee must vacate government quarters upon termination of his/her contract or when the sponsor is no longer authorized to reside in the quarters.

APPENDIX C-3 CONTINUED

7. I understand that I am responsible for the actions of my employee, as with any guest or family member that I may sponsor, to include financial liability for any damages caused by my employee while on the military installation.

8. I further understand that I am required to immediately notify the Housing Office and Military police when the employment of the domestic employee ends and will ensure that the installation pass and other authorizations provided to the domestic employee as part of the terms of employment are returned to the appropriate office.

Sponsors signature and date

Enclosures

1. Local police files check from military police/CID
2. Copy of registration for employment with Ordnungsamt
3. Copy of passport
4. Copy of background check from Germany and country of citizenship
5. Copy of work permit from Ordnungsamt
6. Copy of employment contract.

APPENDIX D

DEPLOYMENT

1. This appendix prescribes policy and procedures for the occupancy of Government-controlled housing during a Soldier's deployment, and provides guidance to sponsors and family members during the deployment.

2. Army regulation 420-1, Army Facilities Management and Army in Europe Supplement 1 to AR 420-1 states the following concerning Soldiers residing in Government-controlled quarters:

a. Deployed soldiers are authorized and encouraged to keep their Government-controlled quarters (GCQ) for the duration of the deployment.

b. Family members may remain in GCQ until the sponsor returns from deployment. Spouses who remain in their assigned quarters assume responsibility for the quarters.

c. Families residing in GCQ will not be involuntarily moved from current quarters on deployment of the soldier sponsor, even if those quarters are scheduled for return to the German Government. USAREUR policy is that families of deployed soldiers may only be involuntarily moved with the explicit approval of the area support group commander according to this supplement. Families may be voluntarily relocated at Government expense.

d. If a soldier terminates family quarters for personal convenience, the soldier may reapply for family housing when he or she returns from deployment if he or she has at least 12 months remaining in the command. The eligibility date would be the date of application. A temporary lodging allowance (TLA) is not authorized while waiting for quarters to become available. If family members return before the soldier signs for quarters, all expenses incurred while waiting for housing will be the responsibility of the soldier.

e. If a soldier elects advance return of family members to the continental United States (CONUS) at Government expense, he or she is eligible to reapply for housing on return from deployment if the soldier has a minimum of 12 months remaining in the command and command sponsorship is reestablished. The eligibility date would be the date command sponsorship is reestablished.

f. Family members who elect to return to CONUS (at personal expense) may continue to keep GCQ while the soldier is deployed provided the relocation is temporary and the family plans to return to the quarters. No time limit is associated with absence from quarters. Family members are required to identify a POC who will be in charge of

APPENDIX D CONTINUED

the quarters and will be expected to maintain the quarters according to standard occupancy requirements and responsibilities. This name and address of the POC must be provided in writing to the housing division and rear detachment commander. If a POC is not identified to maintain the quarters and the spouse cannot be contacted, coordination will be made with the rear detachment commander to contact the deployed soldier before termination of abandoned-quarters proceeds.

g. Single parents and Army married couples, even if both are deployed, may keep Army family housing. When children are involved, a nondependent family member may reside in the quarters to act as a guardian. A POC must be appointed by the soldier to maintain the quarters and handle emergencies. The housing division and rear detachment commander must be notified in writing of the POC.

h. Soldiers and families who are in CONUS when the soldier is notified of deployment will be placed on a waiting list for family housing when the soldier in-processes. The personnel service detachment initiates and validates a family travel request in the USAREUR Community Automation System (UCAS) that provides a location of the spouse and eligible family members. The housing division will identify the availability date of GCQ in the UCAS and a request is sent to the closest CONUS installation. That installation notifies the spouse and prepares family-member travel orders.

i. Family members who decide to wait in CONUS until after the deployment will not lose their entitlement to housing and will keep their position on the waiting list for quarters.

j. Soldiers on waiting lists may elect to be bypassed on the list until they return from deployment or may have their spouses accept an offer of quarters. Spouses may sign for quarters and furnishings, even if that housing is serviced by an Air Force housing office. A power of attorney is not required.

3. Temporary Lodging Allowance (TLA) entitlements during deployment:

a. Interim TLA is authorized for soldiers and their family members in the following circumstances if quarters are not available when the soldier returns:

(1) Soldiers maintained their position on a housing waiting list for family quarters and requested to be bypassed during the deployment.

(2) Soldiers who deployed on arrival in USAREUR and are not on a waiting list for family quarters.

APPENDIX D CONTINUED

b. Interim TLA is authorized after command sponsorship is approved and reestablished in the following circumstances. All expenses incurred while waiting for command-sponsorship approval and reestablishment will be the responsibility of the sponsor.

(1) Soldiers' family members terminated their assignment to quarters and returned to CONUS before or during the deployment at Government expense on advance return of family member orders.

(2) Army married couples (military married to military) whose children returned to CONUS at Government expense (advance return of family member orders) during deployment.

c. Interim TLA is not authorized for—

(1) Soldiers whose family members terminated their assignment to quarters and returned to CONUS at personal expense during the deployment.

(2) Army married couples who terminated their assignment to quarters before deployment.

d. If GCQ are not available after an unaccompanied soldier's redeployment, interim TLA is authorized for the soldier to seek PRH.

APPENDIX E

INFORMATION PAPER FOR IN LOCO-PARENTIS AUTHORIZATIONS

1. The in-loco-parentis program is for U.S. Forces personnel deploying in support of peace keeping efforts and operations in Iraq and Afghanistan. The Federal Ministry of Finance (FmoF) has authorized the United States Army Europe (USAREUR) Provost Marshall as the CG USAREUR Customs Executive Agent (CEA) to grant customs and tax exemptions for non-SOFA status personnel while caring for the child or children of single Soldiers and civilian component members and dual military and civilian component personnel, deployed or deploying in support of such efforts.

2. Requests for in-loco-parentis authorizations must be forwarded to: HQ USAREUR & &A, PMO ATTN: Host Nation Customs Policy Branch, Unit 29931, APO AE 09086. When doing so, the following information and supporting documentation must be provided:

a. Soldier's/civilian's full name; rank, grade, SSN; unit address/organization; APO number; unit's/organization's telephone number; DEROS date; quarters address and telephone number; deployment location and duration; deployment orders or deployment verification, in writing, by unit commander/rear detachment commander/organization head.

b. Marital Status

c. Number and age(s) of child(ren)

d. Full name of person acting in-loco-parentis; passport number and/or Identification card number and copy of the document referenced; nationality; actual date of arrival in Germany and purpose of stay; place of residence and address; type of drivers license to include drivers license number- it is recommended to obtain an international driver's license in the United States before coming to Germany because an international drivers license obtained in Germany is not valid in Germany. If the person acting in-loco-parentis is not a U.S. citizen, a copy of the visa for Germany or residence permit (Aufenthaltsgenehmigung) issued by German authorities must be submitted.

e. The CG USAREUR CEA approves/signs a memorandum of authorization and an ID application, if applicable, to enable the person acting in-loco-parentis to properly discharge his/her duties.

3. The Host Nation Customs Policy Branch can be reached at DSN 381-7354/8141 or Civilian 0621-730 7354/8141; Fax DSN 381-7324 or Civilian 0621-7307324.

APPENDIX E-1

IN-LOCO-PARENTIS WORK SHEET

Soldier's or DACs full name:

Rank/Grade/SSN:

DEROS Date:

Full unit APO address, Telephone & Fax number:

Off-post mailing address and telephone number:

Marital status:

(if dual military and/or civilian, please add info on spouse as well)

POV(s) license plate number(s)

Deployment location:

Deployment duration:

Deployment orders or deployment verification

(if orders are not available, provide written verification by the unit commander, rear detachment commander or senior NCO):

Names of dependents:

(Children –or– other family member that have dependent status; add ages(s) of child(ren)):

**** Full name of person acting in-loco-parentis:**

Passport number ***(and copy)***:

Expiration date:

Nationality:

ID Card number ***(if applicable; and copy)***:

International driver's license ***(provide number and expiration date)***:

U.S. driver's license ***(provide copy)***:

Actual date of arrival in Germany:

Anticipated length of stay in Germany:

**** Note: *If the person acting in-loco-parentis is a German citizen or a foreign national, provide a copy of his/her passport and residence permit for Germany.***

APPENDIX F

RULES FOR USE OF COMMON STORAGE ROOMS

1. All residents have access to designated common storage areas in their building. Residents who store personal property in common storage areas do so at their own risk. Valuable items should not be stored in common storage areas.
2. Items placed in the common storage areas will be marked, tagged, or labeled with the residents last name and apartment number. Items stored in common storage areas are subject to removal and disposal without notice by the Building Coordinator or any other individual in the Housing Chain of Command at any time when not in compliance.
3. The items listed below **WILL NOT** be placed in the common storage rooms **AT ANY TIME**:
 - a. Hazardous material of any kind (Examples- antifreeze, paint, stripping liquids).
 - b. Petroleum products of any kind (Examples – gasoline, oil, grease, kerosene).
 - c. Paint or painting products of any kind (Examples – paint, paint thinner, lacquer, paint cleaner or varnish).
 - d. Other types of flammable liquids or flammable gases of any kind (Examples – charcoal lighter fluid, spray lubricants, aerosol cans, propane tanks, oily rags, empty containers that once held flammable liquids or gases).
 - e. Cardboard boxes filled with combustible items or paper products.
 - f. Automotive parts of any kind to include tires and rims.
4. The common storage areas are not junk rooms and will be kept neat, clean and orderly at all times. If not, they will be closed permanently. The residents and Building Coordinator will receive written notification concerning this action and will be afforded the opportunity to correct the appearance; with a suspense date. Failure to take corrective action or meet the indicated suspense date will cause closure of the common area storage room indefinitely. Residents will be notified in writing of this action and given an opportunity to remove personal items before the storage room is cleared and locked.
5. If the common storage area is equipped with doors, they are to remain closed and locked at all times, except when placing or removing items in/from the room.

APPENDIX G

ARMY IN EUROPE CHILD SUPERVISION GUIDELINES

Table 1
Army in Europe Child-Supervision Guidelines

Age or Grade of Child	May Be Left Alone at Home	May Be Left Alone Overnight	May Be Left Outside Unattended (Including Playing)	May Be Left Unattended in a Car	May Babysit Siblings	May Babysit Others (Besides Siblings)
Newborn through age 4	No	No	No	No	No	No
Kindergarten through grade 5	No (note 1).	No	Kindergarten through grade 3: Yes, if in a playground or yard with immediate access (sight or hearing distance) to adult supervision (notes 2 and 3). Grades 4 and 5: Yes, if in a playground or yard with ready access to adult supervision. Kindergarten may not walk to or from school or other supervised activities alone, 1st through 5th graders may walk to and from school and other DOD-sanctioned activities alone. Parents must consider the distance to the school, school-building opening time, hours of darkness, and the child's maturity level (notes 2, 3, and 4).	No (note 1). Yes, for up to 10 minutes (for example, when an adult is picking up mail or paying for gasoline) if the keys have been removed and the handbrake applied (notes 3 and 5).	No	No
Grades 6 and 7	Yes, for up to 6 hours in a 24-hour period (but not overnight) with ready access to adult supervision (notes 2, 3, 4, and 6).	No	Yes, for up to 6 hours with ready access to adult supervision (notes 2, 3, 4, and 6).	Yes (notes 2, 3, and 5).	Grade 6: Yes, for up to 3 hours with ready access to adult supervision (notes 2, 3, 4, and 6). Grade 7: Yes, for up to 6 hours with ready access to adult supervision, but not overnight (notes 2, 3, 4, and 6).	Grade 6: No Grade 7: Yes, for up to 6 hours with ready access to adult supervision, but not overnight (notes 2, 3, 4, and 6).
Grades 8, 9, and 10	Yes, but not overnight (note 3).	No	Yes (note 3).	Yes (notes 2, 3, and 5).	Yes, for up to 12 hours with ready access to adult supervision, but not overnight (notes 2, 3, 4, and 6).	Yes, for up to 12 hours with ready access to adult supervision, but not overnight (notes 2, 3, 4, and 6).
Grades 11 and 12	Yes (note 3).	Yes, for up to 48 hours, but an adult neighbor or adult friend must check on them at least every 12 hours. Minors must have telephone access to a neighbor in case of emergency and must know where at least one parent is (note 2).	Yes (note 2).	Yes (notes 2, 3, and 5).	Yes (notes 3, 4, and 6).	Yes (notes 3, 4, and 6).

NOTES:

1. Parents must make an informed choice (for example, regarding heat, level of danger, amount of time) when carrying groceries from the car to the stairwell apartment or when doing laundry and leaving the child in the stairwell apartment.
2. Adult supervision is defined as "someone who has or assumes responsibility for the child (for example, a parent, guardian, care provider, friend)." Parents are responsible for assessing the individual capabilities of their children. Questions to answer may include "Can your child solve problems independently?" "Does your child think through to the consequences before choosing to behave in a certain way?" "How does your child occupy him- or herself when left with free time?"
3. Ready access is defined as "a minimum, telephone access and telephone number of each person designated as adult supervision."
4. Children may have difficulty assessing dangerous weather conditions (for example, extreme heat or cold) and taking action to protect themselves.
5. Red Cross or Child and Youth Services babysitting training is strongly recommended.

APPENDIX G-1

CONVERSION FROM AGE TO GRADE AND CHILD SUPERVISION CRITERIA

Table 2 Conversion From Age to Grade (for Home-Schooled Children)							
Age	4¼ - 5	6	7	8	9	10	11
Grade	Kindergarten	1st	2d	3d	4th	5th	6th
Age	12	13	14	15	16	17 - 18	
Grade	7th	8th	9th	10th	11th	12th	

Table 3 Army in Europe Child-Supervision Criteria			
Supervision Level	Definition	School Grade/Age Range	Supervision Options
Direct	Someone has line of sight and sound supervision and responsibility for the child' (for example, parent, guardian, care provider, friend).	Elementary school (kindergarten through grade 5); generally 5 to 10 years old.	<p>Child and Youth Services-sponsored:</p> <ul style="list-style-type: none"> • Child development center (CDC) • Family childcare • School-age services (SAS) <p>Community resources:</p> <ul style="list-style-type: none"> • In-home babysitter • Nanny • Schools • Host-nation CDC and SAS programs • Other host-nation programs
Monitored	An adult is aware of the child's location and activities. An emergency contact is available at all times.	Grades 6 through 9; generally 11 to 14 years old.	<p>Child and Youth Services-sponsored:</p> <ul style="list-style-type: none"> • Clubs and volunteer activities • Instructional classes • Middle-school programs • Neighborhood Activity Homes • Team sports <p>Community resources:</p> <ul style="list-style-type: none"> • Churches • Designated adult • Host-nation programs • Schools • Scouts • Youth centers
Monitored self-care	Parents have assessed their child's ability and allowed the child to monitor him- or herself. The child has an emergency contact available.		